

Nebraska Crime Commission



APPLICATION INSTRUCTIONS FOR FISCAL YEAR 2011 STOP VIOLENCE AGAINST WOMEN ACT GRANT

**Applications are due in the
Nebraska Crime Commission Office:
Monday, January 23, 2012
by 5:00 p.m. CST**

NO EXCEPTIONS

FAXED COPIES WILL NOT BE ACCEPTED

Contact: Merry Wills, Federal Aid Administrator
Nebraska Crime Commission
(402) 471-3416
Merry.Wills@nebraska.gov

Please read packet carefully as this application includes new instructions and format.

In accordance with the Americans with Disabilities Act, the State would like to provide reasonable accommodation with respect to a grant application to persons with disabilities. If you need a reasonable accommodation, please contact the Nebraska Crime Commission, (402) 471-2194 (TDD 800-833-7352).

STOP Violence Against Women Act (VAWA)

NEW INSTRUCTIONS: Please Read Thoroughly

All applications are due in the Crime Commission office by 5:00 p.m. (CST) on Monday, January 23, 2012.

Faxed copies will NOT be accepted.

Applicant must submit **all of the following below (Item #1 AND Item #2)** by 5:00 p.m. (CST) on Monday, January 23, 2012.

1. A PDF copy of the completed application emailed as an attachment to Shawn.Roberts@nebraska.gov
2. One original and 2 copies to the Crime Commission

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| <u>Submit Applications to Mailing Address:</u> Nebraska Crime Commission P.O. Box 94946 Lincoln, NE 68509 | <u>Personal Delivery/Overnight:</u> Nebraska Crime Commission 5 th Floor 301 Centennial Mall South Lincoln, NE 68509 |
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Application Training

A grant application **webinar** will be held on Thursday, **December 8, 2011 from 11 a.m. to noon (CST)**. This will be an opportunity to walk through the 2011 VAWA application. Those interested in accessing this webinar should email Shawn.Roberts@nebraska.gov and note in the subject line, "VAWA Webinar." This webinar along with a Questions and Answers document will be available for later viewing at http://www.ncc.ne.gov/crime_commission/organization_and_functions/grants/trainings.html. **Participation in this webinar is not required to apply for funding.**

For assistance on this application please contact Merry Wills, Federal Aid Administrator at the Nebraska Crime Commission, (402) 471-3416 or Merry.Wills@nebraska.gov.

Introduction

This application kit is for applicants who wish to apply for funds (*see page 4 for eligible applicants*) under the Federal STOP Violence Against Women Formula Grant Program to create comprehensive, positive changes in the criminal justice system's response to victims of domestic violence and sexual assault.

PLEASE NOTE: *If applying as a Coordinated Response Team/Effort (CRT), the applicant must provide evidence that the community has been involved in the development of this application. CRT agencies must have the opportunity to provide input on the application and review it prior to submission to the Crime Commission. It is important for all agencies in a community to take ownership in the VAWA program regardless of which agency applies for the funds. Ownership includes, but is not limited to ensuring procedures are followed, everyone receives training, complete law enforcement reports are provided for prosecution and the Crime Commission is provided information and statistics in a way that is not a burden to any one person or agency.*

If applying as a criminal justice agency or tribe, it is required that during the development of the grant application collaboration has occurred with a victim service provider in order to ensure proposed activities and requests are to promote safety, confidentiality and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.

GENERAL GUIDELINES

2011 Funds Available

Total For Award: \$1,073,470

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Funding is not guaranteed.

The STOP Violence Against Women Act **requires** that 25% of funds be awarded to law enforcement, 25% to prosecution, 30% to victim services of which at least 10% be distributed to culturally specific community based organizations, 5% to the courts/probation and 15% is discretionary. The required amount of VAWA funds available in each category are:

| | | | |
|------------------------|----------------------|--------------------------|----------------------|
| Law Enforcement | \$ 268,368.00 | Cultural Specific | \$ 32,204.00 |
| Prosecution | \$ 268,368.00 | Courts | \$ 53,673.00 |
| Victim Services | \$ 289,837.00 | Discretionary | \$ 161,020.00 |

Purpose of Grant Funds

The purpose of the STOP Violence Against Women Act (VAWA) grant program is to create comprehensive, positive changes in the response of the **CRIMINAL JUSTICE SYSTEM** to women who are victims of domestic violence and sexual assault. To achieve such changes, law enforcement, prosecution, probation, criminal justice representatives, and victim service providers must work together to identify needs and develop solutions.

Eligible Applicants

Eligible applicants are state and local units of government, Indian tribal governments, and nonprofit, nongovernmental victim services programs. A victim services program is defined as a nonprofit, nongovernmental organization that assists domestic violence or sexual assault victims, including rape crisis centers, battered women's shelters, and other sexual assault or domestic violence programs, including nonprofit, nongovernmental organizations assisting domestic violence or sexual assault victims through the legal process.

Faith based organizations receiving VAWA funds retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive funds. However, federal and match funds may not be used to fund inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded by federal or match funds; rather, such activity must be at a separate time or place from the funded program. Participation in such activity by individuals receiving services must be voluntary. A program funded with federal funds is not permitted to discriminate in the provision of services based on the client's religion.

Funding Priorities / Nebraska's 2010-2012 VAWA State Implementation Plan

Identified needs, gaps in services and the priorities for 2011 VAWA funding have been taken from **Nebraska's 2010-2012 VAWA State Implementation Plan**. This document is available in its entirety at http://www.ncc.ne.gov/documents/strategic_plans.htm. As noted in the state implementation plan, funds can be used for coordinated response efforts and coordinated state response; addressing needs of unserved and underserved victims; offender accountability; public awareness and education; training and technical assistance and victim services and safety. **Priorities for funding as outlined in the plan are as follows:**

1. **Improved services to unserved and underserved victims of domestic violence and sexual assault.**
2. **Improved statewide coordinated response to victims of domestic violence and sexual assault to promote and ensure victim centered services/victim safety.**
3. **Offender/system accountability.**

PLEASE NOTE: Improved services to unserved and underserved victims through coordinated efforts locally and/or statewide are a funding priority. All applicants for 2011 VAWA funds should identify the unserved and underserved victims in their community, what services are currently available, services needed and the number of victims to be served. For purposes of this application, the term "underserved populations includes populations underserved because of geographic location (such as rural isolation), underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, immigration status, or age). Funding requests for identified needs must be made through the Coordinated Response Team/Effort (CRT) making application, if there is one.

In developing funding request the applicant should consider the list provided below of identified gaps and needs taken from Nebraska's 2010-2012 VAWA State Implementation Plan. This list is not conclusive. Many of the activities could be in listed in multiple categories. Some activities do not necessarily require additional funding, but they do require coordinated efforts.

| Coordinated Response Efforts and State Response Efforts |
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| <ul style="list-style-type: none">▪ Lack of consistent training for CRT members▪ Lack of Community Response Teams in rural regions throughout the state of Nebraska▪ Lack of minority and tribal representation among CRTs |

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|--|
| <ul style="list-style-type: none"> ▪ Training for law enforcement agencies regarding issues of compliance in relation to payment of sexual assault forensic examinations and polygraph testing ▪ The development of a statewide anonymous reporting system for Jane Doe sexual assault kits ▪ Lack of sexual assault service providers in Southeast Nebraska ▪ Payment for sexual assault forensic examinations and kits |
| Legislation Issues |
| <ul style="list-style-type: none"> ▪ Lack of updates on legislative issues state-wide ▪ Harsher penalties for violation of protection order charges ▪ Protection order renewal process is difficult for victims to obtain ▪ Federal restrictions on victim service providers who are federally funded and not allowed to lobby or testify ▪ Victims continue to be arrested for Aiding and Abetting due to violation of protection orders ▪ Expansion of what constitutes the “Domestic” category on protection orders |
| Offender Accountability |
| <ul style="list-style-type: none"> ▪ Consistent enforcement of the Firearm Laws (statewide) ▪ Consistent statewide response for protection order violations ▪ Statewide concern that Child Protective Services holds victims more accountable than offenders ▪ More Victim Specialists are needed within the Department of Probation ▪ Lack of mandatory judicial education ▪ Lack of approved Batterer Intervention Programs in rural regions of the state ▪ More resources so law enforcement can hold sex offenders accountable ▪ Stalking offenders need to be held accountable |
| Public Awareness / Education |
| <ul style="list-style-type: none"> ▪ Lack of public awareness regarding sexual assault/stalking and technology among school age children ▪ Lack of public awareness and education among teens and college students regarding stalking, sexual assault and domestic violence ▪ Lack of public awareness of male domestic violence victims ▪ Lack of awareness and services for elderly victims of domestic violence |
| Training / Technical Assistance |
| <ul style="list-style-type: none"> ▪ Lack of funding and time for quality training ▪ Lack of training among Child Protective service workers and HHS regarding domestic violence ▪ Lack of domestic violence and sexual assault training among State and Welfare Departments ▪ Lack of training on victim confidentiality and the importance of confidentiality within rural areas ▪ Lack of training for Community Response Team members ▪ Lack of training for medical personnel in the area of sexual assault ▪ Lack of training for school personnel on dating violence, what to look for and how to report and respond |
| Unserved / Underserved Victims |
| <ul style="list-style-type: none"> ▪ Lack of SANE nurses in rural areas ▪ Lack of services for the GLBTQ community in relation to domestic violence and sexual assault ▪ Lack of overall services for sexual assault victims ▪ Lack of transportation and services for rural victims ▪ Lack of outreach and services to tribes ▪ Lack of trained court certified interpreters for domestic violence and sexual assault victims; including interpreters for the hearing impaired ▪ Law Enforcement training on cultural issues ▪ Lack of services for victims with mental health issues ▪ Lack of services for teen victims of domestic violence and sexual assault ▪ Lack of domestic violence support groups for male victims ▪ Lack of shelter for male domestic violence victims ▪ Lack of services available for non-documented immigrants |
| Victim Safety / Services |
| <ul style="list-style-type: none"> ▪ More assistance for the family members of sexual assault victims ▪ Lack of counseling options and services for victims of sexual assault ▪ Lack of security at Tribal court ▪ Limited funding for medications needed after a sexual assault ▪ Limited number of sexual assault advocates at college campuses ▪ Lack of free or reduced legal services for domestic violence victims |

- Visitation/exchange assistance is needed with custody and visitation issues
- Lack of transitional housing for victims of domestic violence
- Limited number of support groups for women whose abusers are in Batterer Intervention Programs
- Limited shelter space for victims of domestic violence
- Limited number of on-call advocates
- More victim education is needed on self-petition
- More culturally specific programs are needed across the state

Use of Funds

The 2011 VAWA funds will be used to build and enhance coordinated response efforts locally and statewide. Below are ways VAWA funds could be used within the guidelines of the VAWA Program.

1. Cultural Specific Community Based Organization

For the purpose of VAWA funds, cultural specific community based organizations must focus primarily on domestic violence, dating violence, sexual assault or stalking; have an established, specialized culturally specific program that addresses domestic violence, dating violence, sexual assault or stalking; have a primary focus on underserved populations of domestic violence, dating violence, sexual assault or stalking; or obtains expertise, or demonstrates capacity to work effectively on domestic violence, dating violence, sexual assault or stalking through collaboration. The organization/program must be able to focus on any underserved population; provide services tailored to the unique needs of that population; and, have the expertise or demonstrated capacity to work effectively on domestic violence, dating violence, sexual assault or stalking or acquire that expertise through collaboration with another entity.

Applicants requesting funds for such a program are required to be an active member of the Community Response Team/Effort (CRT, if available in the area) and be a partner in the CRT grant application. If a domestic violence/sexual assault program partners with a cultural specific organization the application must clearly explain this partnership and both agencies must be active members of the CRT. Projects should take into consideration demonstrated need for services; number of victims to be served; program's credibility among the target population; services to be delivered; involvement of the underserved community in planning processes; and ongoing training on underserved populations. Evidence of active participation must be documented by a signed Memorandum of Commitment (form included in application) from the participating agency and specific statistics.

2. Coordinated Response Team/Effort (CRT)

Only one application from a community for a CRT will be accepted.

Funds may be used to continue efforts to build and enhance CRTs. A functioning CRT is an active group of local representatives from law enforcement, prosecution, probation and victim service agencies who work together in an effective, coordinated manner to improve the criminal justice system's overall response to women who are victims of domestic violence and sexual assault. A CRT's membership must include a culturally specific community based organization. **Active participation on a CRT is required** by prosecution, law enforcement (from major populated communities within the geographic area including police and sheriff's departments), probation and victim service agencies. For prosecution this includes aggressive prosecution of domestic violence cases whenever there is sufficient evidence. Evidence of active participation must be documented by a signed Memorandum of Commitment (form included in application) from each participating agency and relevant statistics.

CRT Plan Requirements:

- **New** applicants for VAWA funds who are requesting funding for a CRT are **required** to submit a written **Criminal Justice Domestic Violence Improvement Plan**. This plan should identify gaps, needs

and solutions in the local criminal justice system when addressing domestic violence cases. The plan should clearly state the roles of each agency in ensuring domestic violence victims are provided coordinated assistance at each stage of the criminal justice system. **One copy of this plan must be submitted with the VAWA grant application.**

- **Established** CRTs should have an existing **Criminal Justice Domestic Violence Improvement Plan**. This plan will need to be updated, at a minimum, every three years. In addition to the domestic violence plan those CRTs that have been funded by VAWA funds for 3 years and longer need to develop a similar plan to address sexual assault. The sexual assault plan will need to be updated, at a minimum, every three years. If the applicant is requesting funds for cultural specific funds the underserved populations must be part of the CRT's criminal justice improvement plans.

Established CRTs:

Communities requesting funds for continuation of an established CRT coordinator position or coordination activities must demonstrate how such a request is vital to the response team's continued improvement and success. Historically, CRTs were funded to bring agencies together, organize meetings, gather statistics, work with agencies to develop and implement policies and procedures, define agency roles, develop a criminal justice response plan, track cases and organize training. Most of these activities should now be completed, require considerably less time and/or be the responsibility of individual agencies. Therefore, funding requests or matching funds used for a CRT coordinator position **must** specifically state the percent of time and the specific duties of the coordinator which **directly** relate to law enforcement and/or to prosecution and/or to the courts. Due to limited VAWA funds the maximum amount of federal dollars allowable for a CRT coordinator position is \$15,000.

***PLEASE NOTE:** If a CRT is not established, law enforcement and prosecution agencies in sparsely populated communities may apply for an identified need that will directly improve the criminal justice response to domestic violence and sexual assault, and particularly unserved and underserved victims. In this case, the agency must show how a victim services program in the area was collaborated with during the development of the application.*

3. Courts, which may include Probation

Applications from the courts/probation may include requests for funds to provide statewide or regional training about domestic violence and/or sexual assault. Funds could also be used for probation liaison positions, which work directly with a domestic violence victim whose offender is on probation. Five percent (5%) of the funds must be awarded to the courts. Coordination with victim service programs must be evident in the application.

4. Law Enforcement

Law enforcement may apply for funds for an identified need which assists in improving the criminal justice system's response to victims of domestic violence and sexual assault. Requests for funds could include overtime for officers who go to schools to provide information about dating violence, domestic violence and sexual assault; or, for an officer's salary who is devoted to the investigation of domestic violence and sexual assault. Positions that are 100% funded with VAWA funds must be 100% dedicated to domestic violence and/or sexual assault cases. Applicants must include evidence of coordination with the domestic violence program in the area.

A Domestic Violence Unit could be established within a law enforcement agency if it is a need identified by the CRT. A Unit may designate one or more trained officers to respond only to domestic violence calls. Another version of this scenario may involve a Sergeant or Lieutenant on each shift that receives specialized training in the handling of domestic violence cases and oversees the on-scene and follow up investigation of the cases. In smaller law enforcement agencies, it could be that one or two officers receive specialized training and oversee the on-scene and/or follow up domestic violence investigations. **PLEASE NOTE:** *To ensure supplanting of*

funds does not occur when an existing officer is moved into a project and paid by VAWA funds the agency must backfill the position with a new position. The agency's overall budget CANNOT decrease as a result of the federal funds. The funds may be used for other staff positions, such as clerical, which are directly involved with the project.

5. Offender Accountability

Funds to supplement the cost of operating batterer programs within Coordinated Response Teams/Efforts (CRT) may be considered **IF**: a) the CRT has a written improvement plan (refer pg 6, #2) which identifies gaps, needs and solutions in the local criminal justice system and victim services; b) the batterer program is an integral component of the written improvement plan; c) agencies have developed, implemented and trained on changes or new policies; and, e) the CRT has been operational for at least one year. VAWA funded programs involved in Batterer's Intervention Programs are required to meet the Minimum Batterer Intervention Program Standards as outlined for Nebraska.

6. Prosecution

Prosecutors may implement a Domestic Violence Unit or have specially trained deputies who prosecute only domestic violence cases on a full or part-time basis. Positions that are 100% funded with VAWA funds must be 100% dedicated to domestic violence and/or sexual assault cases. VAWA funds can be used to hire paralegal and clerical positions that are directly related to the project. ***PLEASE NOTE:*** *To ensure supplanting of funds does not occur when an existing position is moved into the project the agency MUST backfill the position with a new position. The agency's overall budget CANNOT decrease as a result of the federal dollars. Applications must provide evidence of coordination with the domestic violence program in the area.*

7. Public Awareness

Funds may be used to increase the public's awareness and understanding of domestic violence, dating violence, sexual assault and stalking in addition to all the issues that surround these topics.

8. Training

Funds may be used to offer training and technical assistance to improve the criminal justice system's response to domestic violence and sexual assault. Training curriculum should focus on effectively identifying and responding to violent crimes against women, including sexual assault, domestic violence, dating violence and stalking. Funds may be requested to enable criminal justice and victim services personnel to attend training about domestic violence and its issues. Funds may be requested to attend national training, for example the National District Attorney's Association or Duluth training about CRTs however, only individuals in a position to make or influence agency policy and who have never attended such national training could be considered. ***PLEASE NOTE:*** *Because funds are limited there may not be sufficient funds for national travel. Applicants requesting travel are encouraged to provide match funds for such requests.*

9. Unserved and Underserved Victims

Funds may be used for programs to increase outreach to unserved and underserved victims of domestic violence and/or sexual assault. Services to these victims could be provided by replicating successful programs, developing materials that are culturally and linguistically appropriate, hiring of bilingual/bicultural staff, developing a pool of interpreters/translators for use statewide, funds set aside for interpreters/translators or a new and innovative program could be proposed. Underserved populations include those victims that are unserved because of geographic location, race and/or ethnicity, special needs (language barriers, disabilities, immigration status or age) or determined to be underserved by the Nebraska Department of Health and Human Services or the Nebraska Attorney General's Office.

10. Victim Services

As part of a Coordinated Response Team/Effort, VAWA funds may be used for advocate positions which provide immediate on-scene advocacy or advocacy at some other secure site. Such **enhanced** advocacy **must be**

provided within 24 hours of an arrest or incident. Enhanced advocacy includes follow-up contacts with victims who report the incident to law enforcement and have safety issues. Funding CANNOT be used to provide regular advocacy, which can be funded through federal Victims of Crimes Act (VOCA) funds. Applications for enhanced advocacy must demonstrate specifically how they will work with the criminal justice system and that the criminal justice system is making referrals to the enhanced advocate.

Requests for Continuation VAWA Funds

Federal grants to Nebraska and the rules which govern their distribution are received on an annual basis. Therefore, **no** project is guaranteed continuation funding. Programs requesting continuation funds are expected to clearly state how continuation funding is vital to the ongoing success of the program. Each VAWA funded community requesting continuation funds must collaboratively determine and prioritize their needs and request funding accordingly. In addition, the request must be within the VAWA guidelines and the needs identified statewide. Limited funds and the statewide grant competition may prevent full funding of continuation projects.

Limitation of Fund's Use

- The Violence Against Women Act of 2000 (reauthorized in 2005) **requires** 25% of funds available be allocated to law enforcement; 25% to prosecution; 30% for nonprofit, nongovernmental victim services of which at least 10% must go to culturally specific community-based organizations and 5% to the courts. The remaining 15% is considered discretionary and may be allocated to any of the above areas. The applicant must show specifically how funds requested are utilized towards efforts within the different categories.
- If sufficient requests are not received for **direct funding** to law enforcement, prosecution and the courts, those funds may be withheld and announced again.
- Indirect costs are **not** allowed by the Crime Commission.
- Unallowable activities with federal dollars include but are not limited to lobbying, fundraising, research projects, construction and physical modification to buildings including minor renovations such as painting or carpeting.
- Federal funds **cannot** be used to match other federal funds. An **exception** is Indian tribes who may use funds appropriated by Congress for the activities of any agency of an Indian tribal government or for the activities of the Bureau of Indian Affairs performing law enforcement functions on any Indian lands.
- Children's services supported with VAWA funds must be directly linked to providing services to victims of domestic violence. Funds may not be used to support services that focus exclusively on children or to develop sexual assault or domestic violence prevention curricula for schools.
- VAWA funds **cannot** be used for legal or defense services for perpetrators.
- Funds **cannot** be used for activities that may compromise victim safety and recovery including:
 - ✓ offering perpetrators the option of entering pre-trial diversion programs;
 - ✓ requiring mediation or counseling for couples as a systemic response to domestic violence or sexual assault, or in situation in which child sexual abuse is alleged;
 - ✓ requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings;
 - ✓ relying on court-mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior;
 - ✓ supporting policies that deny individuals access to services based on their relationship to the perpetrator;
 - ✓ developing materials that are not appropriately tailored to the dynamics of sexual assault;
 - ✓ supporting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., attending counseling, seeking an order of protection);
 - ✓ sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim;
 - ✓ placing of batterers in anger management program; or

- ✓ procedures that would penalize or impose sanctions on victims of domestic violence or sexual assault for failure to testify against the abuser and/or the perpetrator.
- **No VAWA** funding may be used to purchase food and/or beverages for any meeting, conference, training or other event and all such events must be approved by the Crime Commission before any contracts are signed or arrangements finalized. Therefore, food and beverage costs are now unallowable under any grant, cooperative agreement and/or contract. This restriction does not impact direct payment of per diem amounts to individuals attending a meeting or conference, as long as they fall within the guidelines.

Match Requirements

A 25% cash or in-kind match of the total cost for the project is required **except** for the funds used by nonprofit, nongovernmental victim services programs to provide services to victims. **Grant funds used for law enforcement, prosecution, courts, probation and discretionary categories are required to provide 25% cash or in-kind match for the total project cost for that specific piece of the project.** Victim service programs are encouraged to show commitment and sustainability for the program by providing a percentage of match. Program match does help in Nebraska's efforts to receive continued VAWA funds.

In-kind match consists of donations to project activities other than cash and may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services they provide are an integral and necessary part of the funded project. In-kind match must be directly related to the project goals and objectives and must be financially documented in the same manner as grant funds. Federal funds may not be used for match. **All funds designated as match are restricted to the same uses as the Violence Against Women Program Funds.**

NOTE: The amount of required match can be calculated by dividing the requested amount by 3.

Example: \$45,000 federal VAWA funds needed/requested for the project.
 \$45,000 divided by 3 equals \$15,000, which is the required match amount.
 \$45,000 + \$15,000 = \$60,000 which is the total project cost.

Please note if using volunteer hours as match the hourly wage cannot exceed \$9.00/hour.

Other Requirements

Certified Assurances, Drug Free Workplace and Lobbying: As recipients of federal fund, the Crime Commission must sign and pass on certain Certified Assurances and requirements to its subgrantee's. Certified Assurances, the Drug Free Workplace, and Lobbying forms must be signed and included with the grant application.

Debarment: A Debarment form, which certifies the agency or individuals in the agency are not barred from doing business with the federal government, must be signed and returned with the application.

Supplemental Funding: A Supplemental Funding form is required to show total program income from all sources as well as other funds available to this project.

Non-supplanting of Funds: Federal VAWA funds cannot be used to supplant (replace) other existing funds. Funds presently appropriated for the project may not be deliberately decreased due to additional federal funds made available through the Crime Commission. The application's budget narratives should clearly explain requests to ensure supplanting will not occur.

Confidentiality: Any agency who is a member of a Coordinated Response Team/Effort and is not covered under federal or state statute must have written confidentiality policies in place that prohibit the disclosure of a victim's name, address, telephone, number or any other identifying information without the prior

voluntary written consent of the victim.

Special Conditions: Awarded applicants will be required to sign Special Conditions which include but are not limited to requirements under federal and state laws in addition to requirements for accounting, data collection and reporting.

Memorandums of Commitment, Letters of Commitment & Letters of Support

Please NOTE: Memorandums of Commitment and Letters received separately from the grant will not be considered.

| Memorandums of Commitment | Letters of Commitment | Letters of Support |
|---|--|---|
| <ul style="list-style-type: none">• Required from projects that are only a Coordinated Response Team / Effort (CRT).• Required from each participating CRT agency (i.e., law enforcement, prosecution, probation, victim witness, domestic violence/sexual assault program, cultural specific agency, etc.) which indicates specifically how agencies are actively participating in this project.• Form included with grant application kit.• Are considered in funding decisions. | <ul style="list-style-type: none">• Required ONLY from projects that are NOT CRTs. Should be from agencies and/or individuals who will <u>participate</u> in the project and/or will <u>coordinate</u> efforts and will cooperate with the project to improve the criminal justice response to victims of domestic violence.• Show how support agencies commit resources and/or participate in proposed project.• Directly impact funding decisions. | <ul style="list-style-type: none">• Differ from Letters of Commitment in that they may be provided from agencies or individuals impacted by the project, but who may or may not directly participate.• Required, but alone do not directly impact funding decisions. |

Application Format - Please note that Crime Commission applications may change from year to year.

- ✓ Applications must be typewritten.
 - **Original must be stapled in the upper left hand corner and 2-hole punched at the top.**
 - Provide **two (2) copies, each stapled** (2-hole punched not required).
 - 1 pdf copy
- ✓ Copies of the application may be double sided; **the original must be single sided.**
- ✓ Re-created applications must adhere exactly (word-for-word and design) to the Crime Commission's official application format and layout.
- ✓ Federal Identification Number must be included on the application. Applicant must be the entity that will receive and disburse grant funds. The Federal ID Number must be that of the applicant.
- ✓ Do not include cover letters.
- ✓ Do not put applications in folders.
- ✓ Use 12 point font, number pages in lower right hand corner and adhere to page limits.
- ✓ Sources of data and/or statistics must be cited immediately following the information or under the graph/chart provided.
- ✓ Only submit completed budget pages that apply to the project.
- ✓ Budget figures are to be provided in round numbers, no cents. PLEASE check all budget calculations.
- ✓ Additional information in the form of Appendixes will not be accepted.
- ✓ Include ALL Required Forms (Budget Summary page, Certified Assurances, Drug Free Workplace form, Debarment form, Lobbying form) with appropriate signatures of the authorized individual.

PLEASE NOTE: Authorized official includes county board chair, mayor, city administrator, and chair or vice-chair of non-profit agency.

Application Format section continued:

| SECTION NAME & ORDER | PAGE LIMITS |
|---|--|
| Grant Applicant Information | Pages as provided |
| Budget Summary | 1 page as provided |
| Detailed Budget Information | Pages as provided. Budget narratives are to follow corresponding Detailed Budget Page. |
| Sustainability & Supplemental Funding Form | 2 pages |
| Community Description | 3 pages |
| Problem Statement | 5 pages |
| Solution | 4 pages |
| Activity/Timeline | 2 pages (form provided) |
| Improvement of Criminal Justice System & CRT | Pages as provided |
| Goals, Objectives & Performance Indicators | Pages as needed (form provided) |
| Continuation Information | 2 pages |
| Memorandums of Commitment | As needed (example form provided) |
| Letters of Commitment/Support | Commitment Letters - as needed Support Letters - 5 maximum |
| Required Forms (Certified Assurances, Lobbying, Debarment, Drug-Free Workplace) | Pages as provided |

Funding Process and Tentative Timeline

| | |
|-------------------|---|
| January 24, 2012 | Technical/Administrative Review begins |
| February 23, 2012 | Staff Review conducted |
| March 21, 2012 | Crime Commission Grant Review Committee meets to consider recommendations |
| March 22, 2012 | Letters mailed to applicants advising of Committee's recommendations |
| May 8, 2012 | Crime Commission meets to make final funding determinations |
| May, 2012 | Applicant is mailed written notification of approval/denial |
| June, 2012 | Grand Awards and Special Conditions due to the Crime Commission |

Grant Commencement and Duration

Crime Commission requires that funded projects be implemented within 30 days from the start date listed on the Grant Award or other date specified by the grant administrator (Merry Wills). A subgrantee's failure to implement a project within the time frame, or time frame agreed upon by the grant administrator, may result in the loss of grant funds. All grant correspondence will be sent to the individual listed as the Project Director on the Application Information Page.

Training and Technical Assistance

The Crime Commission offers training and technical assistance for this application kit and coordinated response efforts. Through the team work of the Crime Commission, the Nebraska Domestic Violence Sexual Assault Coalition (NDVSAC) and the VAWA Coordinated Team, communities can access assistance to identify needs, gaps and solutions related to the criminal justice system's response to domestic violence and sexual assault victims and to develop community improvement plans. The NDVSAC offers training and forums for discussing issues and ideas relevant to CRT implementation and its ongoing functions. Smaller communities, not large enough to support a formal CRT, are still eligible for training and technical assistance.

Grant Management Training (GMT) will be required for any new project, continuation projects who have not attended GMT since July 2009 and subgrantee's with new project personnel (Project Director, Coordinator, Fiscal Officer). Others are welcome to attend. The date of the training will be announced in the award letter.

APPLICATION INSTRUCTIONS

Pg. 1-2 Applicant Information – provide all requested information. The applicant must be the agency that will receive and disburse the grant funds. The Federal Identification Number must be that of the applicant.

Pg.3-15 Budget Summary, Budget Sheets and Budget Narratives

Budget Summary - 25%, cash or in-kind match of the total cost of the project is required, except for the funds used by non-profit, nongovernmental victim services programs to provide services to victims. Grant funds used for efforts in law enforcement, prosecution, courts and probation are required to provide 25% cash or in-kind match for the total project costs for that specific piece of the project. Federal funds cannot be used for match (exception is made for Indian Tribes).

CATEGORY A - PERSONNEL

Personnel refers to wages and fringe benefits for regular full-time or part-time salaried employees as well as in-kind contributions of volunteers. Other persons working on the project who are not on the regular payroll or not volunteers must be classified either as contractual or consultant. In-kind contributions, if allowable, must be listed as matching funds.

Salaries cannot exceed those normally paid for comparable positions in the community and/or the unit of government.

1. **Direct Salaries.** Write in the title/position of each employee involved in the project including new positions to be filled and the number of volunteers, if applicable. If existing personnel will be involved in the project but no funds are requested for their position and their salaries will not be used as match, do not list them on the budget page, but do include such information in the Narrative. Include in the narrative if the position is new or existing. If requesting for an existing position indicate how the position was funded prior to this request. Across from each position listed, enter the annual salary of the position; percent of the time **to be devoted to the project** (2080 hrs. annually = 100% or full-time); amount of funds being requested for the position; the amount of matching funds; the source of matching funds, fringe benefits and, the total cost for the position.
On each line enter the subtotal of the amount of funds requested, matching funds and the total of all direct salaries. To establish the value of services provided by volunteers, if applicable, use \$9/hour multiplied by the number of hours of service to be contributed.
2. **Fringe Benefits.** All fringe benefits are to be based on the **employer's share only**. The employee's share is to be withheld from his or her wages. Vacation and leave time would be included in normal working hours (FTE 2,080hours/year) and are not added benefits. In the appropriate columns enter the total cost of benefits requested and those provided as match for each position.
3. **Total Personnel Budget.** Enter the total amount of funds being requested, matching funds and total of all salaries and fringe benefits for the each position in the Total Cost section. You will need to enter the total cost for each column and line in the Total Personnel Budget. Also enter these totals on the "Budget Summary" pages.
4. **Personnel Budget Narrative.** A budget narrative **MUST** be attached if funds are requested and/or match is provided. The narrative **MUST** include a breakdown of how the cost for **each** position was determined (i.e. 500 hours x \$5 an hour = \$2,500) for **both the requested funds and matching funds**. The budget narrative is to explain:
 - Fringe benefits requested for each position;
 - If each position is existing or new, and if existing how it is not supplanting;
 - If each position is full or part-time;

- **How** each position is relevant to the project;
- A brief description of the duties of **each** position. Include primary responsibilities and specific duties. Identify any **new** duties if this position was previously funded.
- Include positions for which funds are not being requested or are not used as matching funds but will be involved in the project.

CATEGORY B - CONSULTANTS AND CONTRACTS

NOTE: If more than one consultant will be used for the project, complete a budget sheet for each consultant.

1. **Purpose:** List the purpose for a consultant or contractor (i.e., conduct study, facilitate support group, develop and/or present training).
2. **Type of Consultant:** Check the box for the type of consultant to be used for the stated purpose.
3. **Consultant Fees:** Consultants employed by commercial and not-for-profit organizations are subject to competitive bidding procedures and are subject to \$450 per day or \$56.25 per hour maximum compensation. In cases where an individual has authority to consult without employer involvement, the rate of compensation should not exceed \$450 per day or \$56.25 per hour. The rate for independent consultants must be reasonable and consistent with that paid for similar services in the market place.
4. **Travel Expenses For The Consultant:**

For each line item below (i.e., mileage, air fare) list the cost, enter the amount requested and amount provided as match. Enter each line item's total cost in the "Total" column.

- (a) **Mileage:** Rate is \$.555 cents/mile.
- (b) **Air Fare:** Cost for air fare must be coach or least expensive class.
- (c) **Meals:** Allowance for Nebraska is \$41 (breakfast \$7, lunch \$11, dinner \$23).
- (d) **Lodging:** In-state lodging allowance is \$77 per night for all areas except Lincoln and Omaha which is \$91 per night.
- (e) **Other Costs:** List other anticipated costs associated with the consultant.

For out-of-state meal and lodging rates refer to www.gsa.gov and click on per diem rates.

5. **Consultant/Contract Total:** Calculate the total cost for funds requested, match provided and total cost. Enter totals on the "Budget Summary" page.
6. **Consultant/Contract Narrative:** A budget narrative is to be attached if funds are requested and/or if match funds are provided. Include breakdown of how the cost for each consultant was determined for both the funds requested and matched. Include the following for **each** position:
 - 1) Services and/or product that the consultant will provide;
 - 2) How the services, product or position relate and impact the project;
 - 3) Breakdown of how the cost for each position was determined (i.e. 500 hours x \$5 an hour=\$2,500) for VAWA funds and matching funds;
 - 4) If each position is existing or new;
 - 5) If each position is full or part-time;
 - 6) Description of the specific duties for **each** position funded by VAWA or match dollars. Include primary responsibilities and if, position was previously funded identify **new** duties.

CATEGORY C - TRAVEL EXPENSES

NOTE: If travel expenses are needed for more than one purpose or type of travel, complete a budget sheet for each purpose and/or type of travel.

1. List travel expenses by purpose, i.e., training, conference, daily travel for job, etc. For example, a project coordinator will attend training. Enter "training" on the line marked "Purpose". Complete all the applicable expenses associated with this purpose (any mileage that will be paid, air fare, meals, lodging, other.)
2. Mark the travel as local, in-state, or out-of-state.
3. List the title of the person who will travel.
4. Calculate the cost of the travel, completing the areas relevant to the travel for each purpose.
 - (a) **Mileage:** Calculate the number of miles of annual travel and multiply by .555 cents to determine the total mileage cost. Enter the total cost in the "Total" column, the amount requested and the amount of the total cost provided as match.
 - (b) **Air Fare:** List the destination and enter the anticipated total cost of the airfare in the "Total" column. Enter the amount requested and the amount provided as match. Airfare must be coach or least expensive class.
 - (c) **Meals:** List the number of days meals will be paid and multiply by the allowable per diem rate. Allowance for Nebraska is \$41 (breakfast \$7, lunch \$11, dinner \$23). Enter amount requested and amount provided as match. Enter the total cost in the "Total" column.
 - (d) **Lodging:** List the number of nights lodging is needed and multiply by the allowable per diem rate. In-state lodging allowance is \$77 per night (\$93.00 plus tax per night for Omaha). Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
 - (e) **Other:** List other expenses, such as taxi, parking, registration, etc. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.

For out-of-state meal and lodging rates refer to www.gsa.gov and click on per diem rates.

5. **Travel Total:** Calculate the total cost of the travel for each purpose. Calculate the total for all travel expenses for the funds requested, match and total and enter these amounts on the "Budget Summary" page.
6. **Travel Expenses Narrative:** For each travel purpose complete a budget narrative explaining the purpose, the position traveling and how this travel relates and is necessary to the project.

CATEGORY D - SUPPLIES AND OPERATING EXPENSES

1. **Supplies.** This section includes office supplies, forms, operating supplies, books, subscriptions, repair or maintenance supplies, equipment items costing under \$300 - material which is expendable or consumed during the course of the project.

Lists supply items by type (i.e. postage, forms, office supplies, training materials, etc.), quantity, unit cost and total cost. Higher cost items should be listed separately and identified (e.g. special mailings, equipment items, etc.). Enter the total cost in the "Total" column. Enter

the amount of the cost being requested and amount that will be provided as match.

At the bottom of section 1, enter the cost for project supplies with a breakdown by the amount requested, match and total cost in the appropriate columns.

2. **Operating Expenses.** This section includes all operating expenses involving rental arrangements and purchase of non-consultant type services.

For each item listed enter the rate or unit cost. Enter the total cost in the "Total" column. Enter the amount of the cost requested and enter the amount provided as match. Identify other items for which funds are requested in the "Other" category.

At the bottom of section 2, (Operating Expenses Subtotal) enter the cost of project operating expenses. Provide a breakdown of the total cost by the amount requested, match and total costs in the appropriate columns.

3. **Supplies/Operating Total.** Enter the total costs for all supplies and operating expenses. Provide breakdown for the costs by the amount requested, match and total costs in the appropriate columns. Enter those totals on the "Budget Summary" page.
4. **Supplies/Operating Expenses Narrative.** For all supplies and operating expenses requested, attach a budget narrative to:
- 1) Explain the cost breakdown of how requested and match funds were determined for supplies (i.e., envelopes, paper and other office supplies);
 - 2) Describe **all** current operating expenses and explain why the requested expenses are needed;
 - 3) Explain how the supplies and operating expenses relate to the project.

CATEGORY E - EQUIPMENT

Check grant programs for allowability and bidding requirements. Items requiring bids will not be funded absent a showing that bids were taken as required by law, rule or regulation. Call the grant administrator if you have any questions.

Enter the total costs for the appropriate items. Provide breakdown of the costs by the amount requested, match and total costs in the appropriate columns. Equipment items costing under \$300.00 should be included in Supplies. Enter the total costs for Equipment. Also enter these totals on the "Budget Summary" page.

Equipment Narrative. Attach a budget narrative if funds are requested or match is provided. Provide a breakdown of the cost basis for each piece of equipment, and explain how each piece of equipment is relevant to the project.

CATEGORY F - OTHER COSTS

NOTE: Contact grant administrator before using this section to ensure requested expenses will not fit in another category. Refer to grant program guidelines for what is allowable in this category.

List each item and the total estimated cost with the breakdown by the amount requested, match and total costs in the appropriate columns. Enter the total cost for "Other". Enter these totals on the "Budget Summary" page.

Other Costs Narrative. A budget narrative is required if funds are requested or if match is provided. Explain each item requested and provide a breakdown of how the cost for each item was determined. Explain how each item is relevant to the project.

Pg. 16 Sustainability & Supplemental Funding

Applicants must provide complete budget information for their agency. This information should include all funding sources, which support the goals, objectives and activities of this VAWA project and reflect total program income. The breakdown of amounts allocated to the CRT program and the amounts allocated to other services may be estimated. Be sure to show all dollars that support this project.

Pg. 17-18 Community Description

Pg. 19-20 Problem Statement - Statistical Documentation of Problem of Domestic Violence

Pg. 21 Solution - Current Efforts and Project Operations

Coordinated Response Teams / Efforts (CRTs):

Explain, step by step, how your proposed project will work. For instance, what will occur once a domestic violence call is received by law enforcement and briefly explain each step of the criminal justice proceedings, through adjudication, including sentencing. Explain the assistance and/or services that will be provided to the victim and children, and when. Explain what will occur if the offender is given probation and ordered to participate in a batterer's program, including victim services during this time. Explain any follow-up efforts. Specifically explain HOW and when coordination will occur between law enforcement and other criminal justice entities and victim service providers. Provide a flow chart of this process to help reviewers understand how the CRT works in your community from the time the victim calls law enforcement and throughout the criminal justice system.

For all other projects (Not CRT projects):

Explain, step by step, how your project will work and include who will be involved, what role they will play and at what point in the project.

Pg. 22 Activity/Timeline

Complete a timeline of major program activities occurring during the proposed project period. Identify by position or agency who will be responsible for each listed activity. Make sure the activities are reflective of the project's operations discussed in the Solution section.

Example

| ACTIVITY | POSITION RESPONSIBLE | 1 st Quarter 1 st -3 rd | 2 nd Quarter 4 th -6 th | 3 rd Quarter 7 th -9 th | 4 th Quarter 10 th -12 th |
|---|----------------------|--|--|--|--|
| Advertise to hire new Domestic Violence Prosecutor | County Attorney | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Contact or attempt to contact all victims in person within 24 hours of an arrest. | Victim Advocate | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Pg. 23-24 Improvement of Criminal Justice System & Coordinated Response Team (CRT)

Pg. 25 Goal, Objectives & Performance Indicators

NOTE: The application includes a Goal, Objectives & Performance Indicator Form. **For each objective complete one form.**

MEASURABLE OBJECTIVES:

Measurable objectives reflect how the project will assist in reaching stated goal(s). They address the problem(s) identified and documented in the Problem Statement as well as the identified needs.

Measurable objectives are something you are going **to do**, utilizing the grant funds, **by a certain amount** (measurable) within a certain **time period**. Measurable objective **increase, decrease or maintain** something and are not activity statement such as *to provide, to train or to establish*.

Each goal should have **one to three** objectives. Most projects will only have one broad based overall goal.

In developing measurable objectives, review the project activities to determine what types of statistical data will need to be collected to show the project's effectiveness. Focus on only three to five measures which will indicate the project is making a difference and works. These will be the Performance Measures or Indicators for the project and will be used as part of the project's report to the Crime Commission. Check objectives to ensure they are specific to the funds requested. The goal is to measure the response by law enforcement, prosecution, judicial, probation and victim services in a community and to show how VAWA funds have impacted the response to domestic violence victims.

EXAMPLE: *To increase the number of victims receiving enhanced victim advocacy (to do something) by 100% from 0 to 100 (by a certain amount) within a 12-month period (within a certain time frame).*

The measurable objective above relates to a **new** program. The baseline number is zero because the program did not exist in the previous year. If applying for funds to expand or enhance an **existing** program, the objective would read as follows.

EXAMPLE: *To increase the number of victims receiving enhanced victim advocacy (to do something) from 100 to 120 or 20% (by a certain amount) within a 12-month period (within a certain time frame).*

PERFORMANCE INDICATORS:

Performance Indicators are the data collected during the project to measure each objective to determine if the program is successful. Performance Indicators are in direct relationship to the baseline data stated in the Problem Statement.

BASELINE STATISTICS:

Baseline statistics, used in the Performance Indicators, are the statistics from the most current year used to document the problem outlined in the Problem Statement. By using this method it can be determined as to whether the statistics provided in the Problem Statement are relevant in documenting the stated problem or problems. If something is identified, which needs to be measured in the Performance Indicators, check the statistics in the Problem Statement to determine if additional statistical data is necessary. If the statistics are key to documenting the problem then they will be reflective of the program's success. There may be numerous statistics you can gather, but you need to determine which ones are the **most** important.

EXAMPLE:

Proposed Project: The criminal justice system and victim services agencies in Lancaster County will coordinate efforts to ensure perpetrators of domestic violence are consistently held accountable for their actions and that all victims are provided the help and resources needed to be safe.

Measurable Objective: Increase number of victims receiving enhanced victim advocacy (to do something) from 100 to 120 or 20% (by a certain amount) within a 12-month period (within a certain time frame).

Baseline Statistics: One hundred (100) victims provided enhanced victim advocacy as indicated in the statistical documentation of the problem.

Pg. 26 Continuation Information

All applicants who have received grant funds from this funding source from the Crime Commission must complete this section. List each item and provide the requested information as you did in the Problem Statement. Please note the current management of the grant will be taken into consideration during the review process.

Pg. 27 Memorandum of Commitment (example provided)

Pg. 28-29 Required Forms

Applicants are required to submit all signed required forms with application.